

2 July 1981

MEMORANDUM FOR: ODP MAG Members

STAT FROM : [REDACTED]
Chairman, ODP MAG

SUBJECT : Minutes of the 18 June ODP
MAG Meeting

ATTENDED

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[REDACTED]

STAT at [REDACTED]

1. The ODP MAG Meeting was held 18 June, from 1000 to 1130.
2. The purpose of this MAG meeting was to review the Career Development Plans for Applications, Operations, and Production Division.

The MAG thought the ODP Career Development Guides reviewed so far have been very good. The meeting highlighted many outstanding points from each guide.

The following is a summary of suggested modifications:

1. Each guide should contain a standard discussion on employee ranking.
2. Where possible, guides should show a glimpse of opportunities to come.
3. The job charts are too confusing.

Suggest:

- a. Standardize instructions.
 - b. A highlighted example.
4. Job charts that showed actual cases were preferred over those that showed hypothetical movements.

5. Career guides and job charts should be accurate and reflect office changes within a reasonable length on time.
6. There should be a contact point for revisions printed on each guide.
7. All guides should be standard 8 1/2 by 11 inch size.
8. All Career Guides should include a discussion of secretarial jobs and career paths.
9. All guides, under counseling, should indicate the Director of ODP is available.
10. Any mention of the TEC course should be replaced with a specific list of the required course names, since the TEC course is not currently being offered.
11. The guides should mention the test, if used in hiring. STAT
12. The Application's Guide should contain a separate discussion of A, B, C, and D Divisions. STAT

4. The next MAG meeting will be 22 July, from 0930 to 1100, Room 2D03, Headquarters. The Administrative, Management Staff, Engineering and SPS Career Development Plans will be discussed.

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